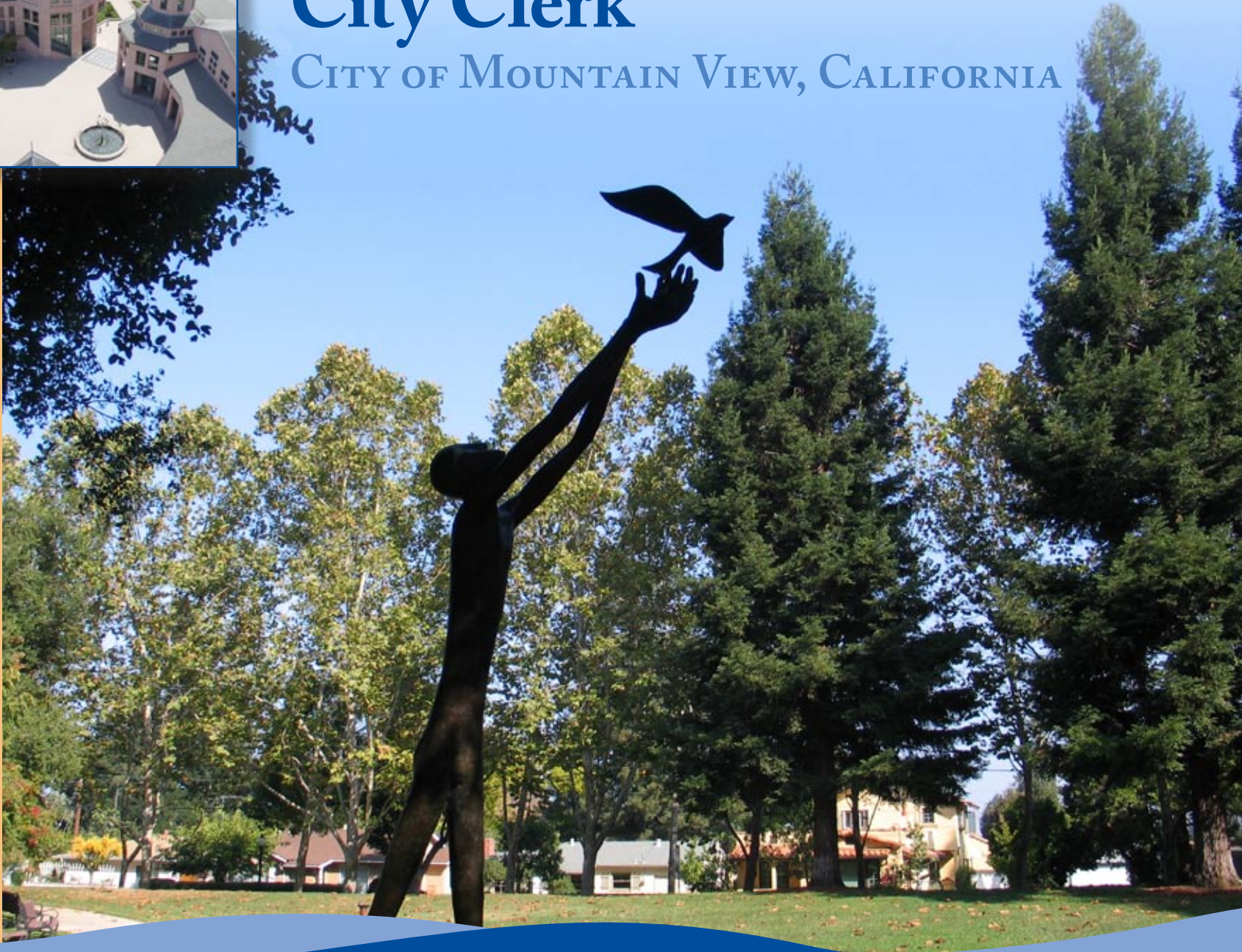




City Clerk

CITY OF MOUNTAIN VIEW, CALIFORNIA



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EXECUTIVE SEARCH AND CONSULTING

THE COMMUNITY

Nestled between the Santa Cruz Mountains and San Francisco Bay, Mountain View is a diverse community ideally located in the heart of the Silicon Valley (10 miles north of San Jose and 35 miles south of San Francisco). The City is just over 12 square miles and is home to just under 75,000 residents and to many nationally and internationally known corporations, such as Google, Microsoft, Intuit and other major biotech, life-sciences and technology companies.

Mountain View is a modern, high-tech city that prides itself on providing excellent public services and facilities. In recent years, the City of Mountain View has developed some of the finest recreation facilities the Bay Area has to offer. Mountain View's extensive 35 City parks and trail system provide an array of recreational activities. Shoreline-at-Mountain View is built along San Francisco Bay and features an 18-hole golf course, a sailing lake, and a wildlife trail.

The Civic Center, built around the Downtown's Pioneer Park, has one of the finest performing arts facilities in Northern California as well as a 60,000 square foot, state-of-the-art Library. The Graham Sports Complex, the Senior Center, and a privately operated Child-Care Center are further examples of the City's commitment to establishing exceptional public facilities. The City boasts a strong record of safe neighborhoods and is considered one of the best places to live on the San Francisco Bay Peninsula. The local school systems, both public and private, are highly regarded and its location is close to many top-notch colleges and universities.

While Mountain View is leading with new ideas and innovations, the City is also committed to the traditional values of strong neighborhoods and citizen involvement. Mountain View is made up of a variety of distinct, locally organized neighborhood and homeowners associations that help identify the community's needs and shape the City's future. To learn more about the City of Mountain View, please visit www.mountainview.gov.

THE ORGANIZATION

The City of Mountain View is a progressive, full-service city and operates under the Council-

Manager form of government.

The seven Council Members are elected at-large for four-year terms that are staggered, with elections held in even-numbered years. Service on the Council is limited to two consecutive full terms, with the ability to run again after a two-year hiatus. Each January, the Council elects one of its members as Mayor and another as Vice Mayor. Three Council seats are on the ballot in November 2010.

The City Manager, City Attorney, City Clerk, and City Auditor are appointed by the City Council. Assisting the City Council in an advisory capacity is a variety of boards, commissions, and committees. Mountain View has approximately 600 employees and a General Fund budget of \$87.6 million (FY 2009-10). City-operated services include the departments of Community Development, Police, Fire, Public Works, Community Services, Library Services, City Manager/Human Resources, and Finance/Administrative Services. City departments work as a team in providing seamless customer service on a daily basis.

The City staff has established the following organizational values that guide their work:

- Provide exceptional service
- Act with integrity
- Treat others with respect

OFFICE OF THE CITY CLERK

The City Clerk's Office receives strong support from the City Council with an atmosphere of teamwork. The Clerk's Office provides administrative assistance to the Council, edits and maintains the City Code, is custodian of the City Seal, administers oaths or affirmations, and executes City contracts and agreements. The Office also maintains official City records; administers the recruitment process for positions on boards, commissions and committees; and assists and provides information to the public regarding the legislative operations of government. In addition, the Office maintains records of all Council proceedings, meets all requirements regarding public postings, legal advertising, recordations, and mailing of public hearing notices, and processes Assessment Districts, annexations, deeds, tax cancellations, appeals, and initiative petitions.

The Mountain View Clerk's Office conducts all City elections and administers campaign and financial disclosure laws. The City Clerk is also responsible for facilitating the conduct of business by the Council and fulfilling legal requirements as set forth in the Charter, City

Code, and State Law.

In addition to the City Clerk, the Office has a Deputy City Clerk, one Secretary, and one Office Assistant III. The 2010/11 budget is \$656,998.

THE POSITION

This exciting career opportunity is available due to the retirement of Angee Salvador, after 21 years with the City, 11 of which as City Clerk. The Mountain View Clerk's Office has developed a strong customer service culture in serving the Council, City organization, and the community. The new City Clerk will be proactive in ensuring that customer service remains a top priority for the Office, sometimes requiring work during evenings and nights.

The City Council is seeking an individual who has exceptional knowledge and experience in state-of-the-art technology and automation in relation to the duties of the City Clerk's Office. The City Clerk will assess current operations and identify innovative technological improvements and opportunities to create current and future operating efficiencies. The ideal candidate will have proven experience in providing an organization and the public with timely and accurate electronic access to information.

The profile of the ideal candidate reflects an individual with strong interpersonal and communication skills. With a positive, can-do approach, the City Clerk will lead the team of the Clerk's Office and encourage and support staff development. The City Clerk will participate as a member of the City's Management Team in providing timely and quality services to the City Council as well as fellow City Departments.

This position requires knowledge of the procedures of a City Clerk's office, principles and practices of municipal government administration, Brown Act, legal and administrative procedures relating to municipal record keeping and records management, and campaign disclosure requirements. Desirable experience will include the equivalent of two years of college as well as two years' experience as a City Clerk, Deputy City Clerk, or similar. Certification as a Municipal Clerk is desirable, however it is not required at time of appointment. The ability to obtain a Municipal Clerk Certification is expected.

Peckham & McKenney
"All About Fit"



THE COMPENSATION

The salary range for the position of City Clerk is \$106,121 to \$132,652 annually depending upon qualifications. The salary includes the employee's 8% PERS contribution. In addition, the City offers the following benefits:

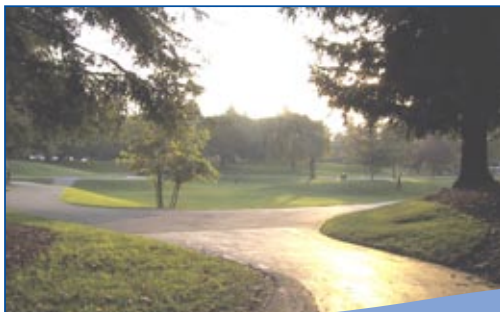
RETIREMENT – 2.7% at 55; employee pays 8% deducted from salary. Employee has an additional 2.5% PERS cost share contribution. Deduct Medicare only; no social security.

VACATION LEAVE – First five years, 12 days with a vacation cap of 240 hours; 6-9 years, 17 days with a vacation cap of 320 hours; increasing thereafter.

SICK LEAVE – Accrues at 12 days per year. Additional 8 hours of vacation leave is granted for each quarter of perfect attendance, depending upon the position.

MANAGEMENT LEAVE – 10 days per fiscal year; paid out at end of fiscal year if unused.

MEDICAL – Up to 3 health plans available: 2 HMO's and 1 PPO, plans include vision care and drug card.



Employee covered at 100% for HMO's and partial premiums paid for employees selecting the PPO plan. Large portion of dependent medical and dental paid by City.

DENTAL – Standard Dental Insurance; \$1,500 per calendar year(URC). Employee covered at 100%; dependent co-pay.

FLEXIBLE BENEFIT PLAN – Employee may elect pretax deductions for insurance premium contribution, dependent care of additional eligible health care costs.

DEFERRED COMP – Three plans available.

LIFE INSURANCE – Choice of \$50,000 or five times annual salary; employee only.

LONG-TERM DISABILITY – 66 2/3% of monthly salary; 60 day waiting period from date of incident; based on maximum of \$5,000/month; income protection plan.

TUITION REIMBURSEMENT – \$1,000 per fiscal year.

MANAGEMENT DEVELOPMENT – \$500 in addition to regularly budgeted travel and training.

HOUSING ASSISTANCE PROGRAMS – Housing loans up to a maximum of \$1M.

Employee Assistance Program.

SEARCH SCHEDULE

Resume filing deadlineAugust 11, 2010

Preliminary Interviews..... Week of August 16, 2010

Recommendation of Candidates.....September 14, 2010

Final Interview Process Week of September 20, 2010

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to call Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



www.peckhamandmckenney.com